

Module Level Approval Process in Ethics Online System

This process applies in the case of low and medium ethical risk within module projects with participants such as interviewing business owners or street surveying members of the public. This process applies to both individual or group based in-module projects. Each module should be reviewed annually by the relevant Module Tutor and where there are significant changes, should re-apply for Module Level Approval on the Ethics Online system.

- 1) Module Tutor (MT) writes the project brief for students, ensuring that ethical issues are contained by specifying:
 - a) range of primary data collection methods that students can select from (e.g. focus groups, street surveys, interviews)
 - b) target population/s from which students can sample
 - c) target sample size

- 2) MT completes Ethics Submission Online for the Module: Refer to the Staff User Guide on the [ethics web page](#) under Ethics Online System tab
 - a) stating the above framework of research activity details
 - b) stating the approximate number of individual or group projects involved
 - c) Department Ethics lead (DEL) to be specified as Co-ordinator / Reviewer

- 3) MT ensures that all staff working on the module have completed the University ethics training module

Following ethical approval:

- 1) MT introduces students to the importance of ethical research including the principles of data security and designing research within the approved framework

- 2) MT guides students in the design of their data collection instruments and sampling

- 3) MT checks proposed data collection and sampling against the approved framework

- 4) Proposed data collection that lies outside the approved framework is referred to the MT who either:
 - a) Negotiates with the student / student group alignment with the approved framework research or
 - b) Submits a fresh ethical application for the specific non-aligned projects

- 5) At the end of the research project(s), MT must ensure that students destroy the data collected.

Please refer to the Staff User Guide found [here](#) under the heading: Ethics Online - research ethics approval system.

Any queries should be directed to your Department Ethics Lead.